



NOVAtime 5000 SaaS (Software as a Service)

- NOVAtime 5000 system is a “**Web based**” software accessible via the Internet via your standard web browsers (ex: IE, Firefox, Chrome)
- There are **3** Types of NOVAtime 5000 “**Web Services**” with each offering role-based functionality and security:
 - The **Administrator Web Services (AWS)**: System Administrators with full access to the system configuration and information.
 - The **Supervisor Web Services (SWS)**: System Supervisors with access to timesheets, scheduling, reporting and employee data.
 - The **Employee Web Services (EWS)**: Individual employee access to their own data via an Employee Web Services portal.

Kingston Water Department - NOVAtime 5000 Administrator Web Services web address:

<https://online2.timeanywhere.com/novatime/wslogin.aspx?CID=F3314A57-C5AD-460D-88F6-419F29890F09&>

Software as a Service

NOVAtimeAnywhere®
5000 SaaS ADMINISTRATOR / SUPERVISOR WEB SERVICES

Client ID: AND16855

User ID:

Password:

[Forgot / Reset Password](#)

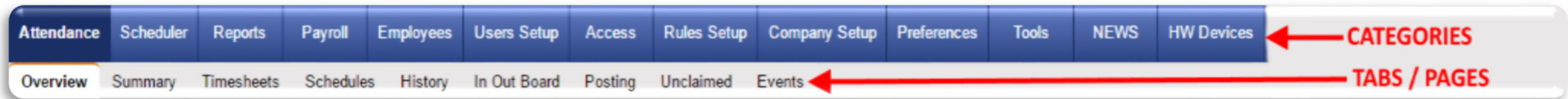
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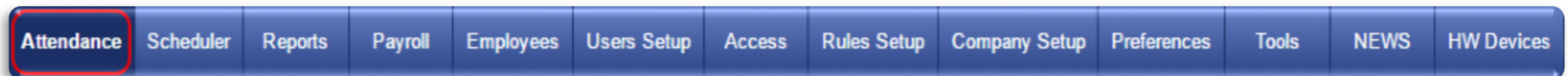
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The NOVAtime 5000 Administrator Web Services Login page:

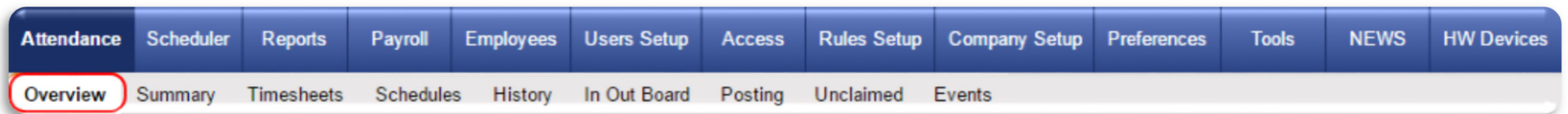
➤ Program Navigation:



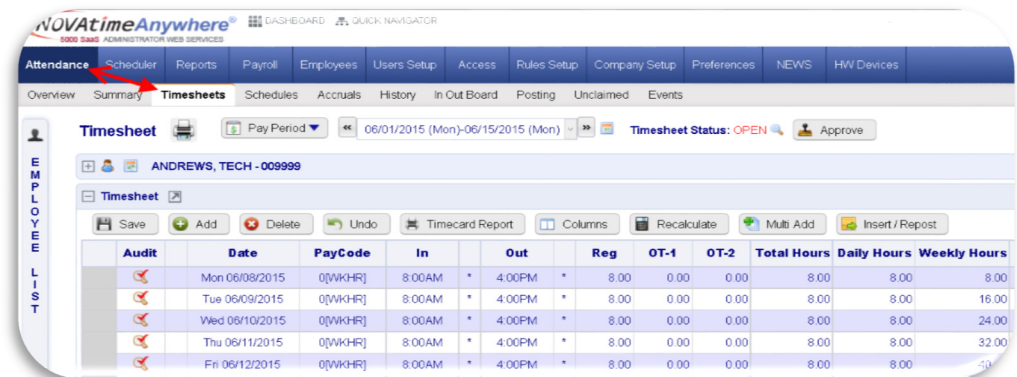
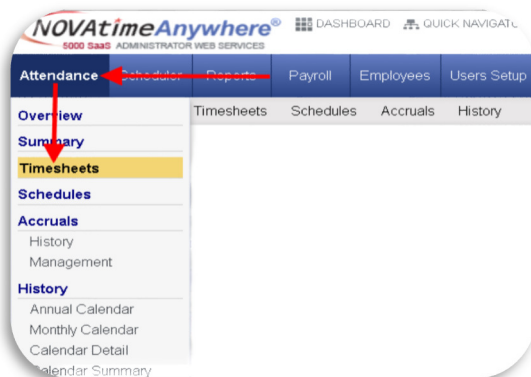
- Throughout the NOVAtime program your navigation will begin with the blue “Category” bar.
- Each **Category** provides and performs a specific function within the NOVAtime system. The available Categories can vary based on the configuration of the **AWS, SWS & EWS** access groups.
- Simply click on the desired **Category** to access its respective features. The selected **Category’s** color scheme will change to a bold blue color. In the example below, the **Attendance Category** is selected (*hi-lighted in red*).



- Below the selected **Category** you will see the grey “Tab” bar. The **Tab** bar will display the **Tabs** that are available for the selected **Category**. Click on the respective **Tab** to access its features. The selected **Tab** field will change to a white color. In the example below, the **Overview** tab is selected (*hi-lighted in red*).

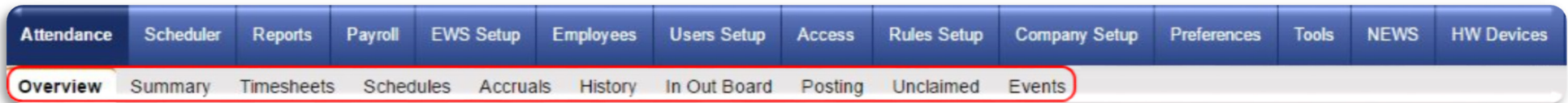


- In addition to the “Tab” bar, you can also quickly access the available **Tabs** of a **Category** by hovering on the **Category** which will then reveal a drop down listing of the available **Tabs** for that **Category**. To access the respective **Tab**, simply click on the **Tab** from the drop down listing and this will bring you directly to **Tab** you select. In the example below the **Attendance Category->Timesheets** Tab is selected.



~ The following pages will summarize the many available Categories and their respective Sub Tabs~

ATTENDANCE: *(This Category allows the User to manage their employees "Time Data" via Timesheets, Accruals etc..)*



Overview:

- Provides a summarized group view of employee total scheduled and timesheet hours as well as timesheet status

Summary:

- The Summary page is utilized to view the employees' summarized schedule and timesheet hours, and timesheet status.
- The page also provides a quick reference summary of "exceptions" (Absence, Missed Punch, Tardy etc.) and to approve/open timesheets.

Timesheets:

- The Timesheet page is used to review, verify, modify (if necessary) the employee's punch information for the selected pay period before the timesheet is ultimately "approved" for payroll processing.

Schedules:

- The Schedule page is used to review the employee's weekly or monthly schedule with a quick look toward schedule vs. actual.

Accruals:

- The Accruals page is used to review and manage the employee's benefit-accrual hours' summaries and details.

History:

- The History page is used to review the pay codes (by color) & exceptions that were posted to the employee's timesheet by year.

In/Out Board:

- The In/Out Board page is used to review the employees' up-to-the-minute IN / OUT Timesheet status.

Posting:

- This is a utility page where the User can perform such manual tasks as Timesheet Recalculation, Holiday & Accrual Postings etc.

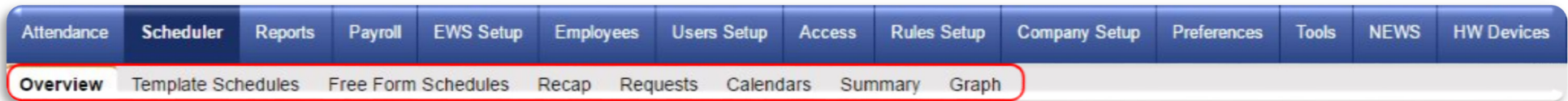
Unclaimed:

- This page will reflect any punches made at the clock, that are not associated to the employee within NOVAtime. (ex: wrong Card ID).

Events:

- This page will display automated scheduled tasks (Accrual/Holiday Postings, Schedule Updating etc.)

SCHEDULER: *(This Category allows the User to define optional yet specific Weekly Schedules for all or select employees)*



Overview:

- The Overview page is used to view a summary of active employees and their scheduled vs. Actual hours.

Template Schedules:

- The Template Schedules page is used to override employee “shift schedules” using user-defined schedule templates.

Free Form Schedules:

- The Free Form Schedules page is used to override employee “shift schedules” using free-form schedule entry or user-defined schedule templates.

Recap:

- The Recap page is used to reassign employees to their shift schedule, copy schedules, and to override employee schedules.

Requests:

- The Requests page allows the User to view and manage (approve/decline) submitted schedule requests from their employees.

Calendars:

- The Calendar page is used to view the status of each employee's schedule and time-off requests for the selected year

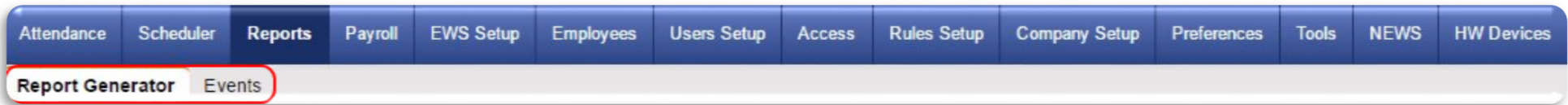
Summary:

- The Summary page provides a summary-to-detail view of the employees' Scheduled Vs. Actual hours and variances.

Graph:

- The Graph page is used to view each employee's scheduled Vs. Actual hours in graphical form.
- Three options are offered in the Graphs page within the selected time period for the selected groups of employees:
 - Actual vs. Scheduled
 - Actual
 - Scheduled

REPORTS: *(This Category allows the User to configure and execute various reports to .pdf, excel or html)*



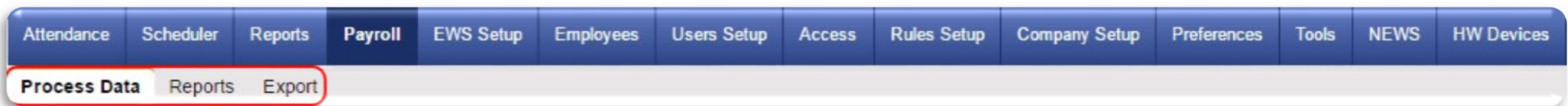
Report Generator:

- The NOVAtime Report generator is a powerful user-configurable reporting tool using existing report templates can be used as is, or the system user can configure many aspects of the report templates to obtain the data in a clear and concise format.

Events:

- The Events page is used to review that status of all published reports that have been configured and scheduled to be emailed to Users.

PAYROLL: *(This Category allows the User to process, report and export the timesheet data to a Payroll program)*



Process Data:

- The Process Data page is Step 1 of the Payroll Process and is used to consolidate employee timesheets in preparation to sending the information to the payroll system. The process is also used to exclude employees that will NOT be processed to payroll through the NOVAtime 5000 system, such as temporary agency or contract employees.

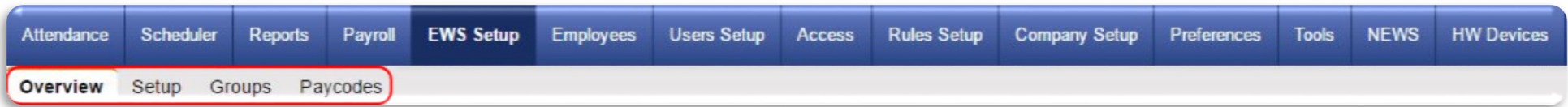
Reports:

- The Reports page is Step 2 of the Payroll Process and used to review the processed payroll information before it is exported to the payroll system. The review of one of the payroll reports is strongly recommended to ensure that any major processing issues are discovered before exporting the information to the payroll system.

Export:

- Step 3 and the final step of the Payroll Process is to prepare and save the payroll export file. The file can then be imported into the payroll system completely eliminating the need to manual timesheet hours entry. After the Export process has run, the User will be prompted to "download" the payroll file to the local pc.

EWS Setup: *(This Category allows the User to manage employee access to the Employee Web Services portal)*



Overview:

- The Overview page will display an overview of the number of active employees, EWS access status and group assignments.

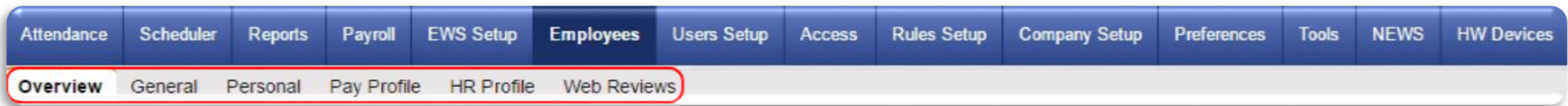
Setup:

- The Setup page is primarily used during implementation to enable employees' use of EWS and their assigned security access groups.

Groups:

- The Group page is used to limit the group selections that an employee can use to perform group transfers using the EWS punch page or in the detailed timesheets and when creating schedule templates in the Scheduler category.

EMPLOYEES: *(This Category allows the User to manage each employees system specific, personal and pay information).*



Overview:

- The Overview page is used to view a summary of active employees and their EWS access and lockout status.

General:

- The General page is used to add new employees, maintain required employee fields, groups, policy, shift and rule assignments.

Personal:

- The Personal page is used to maintain personal information (email, phone# etc.) for the employee.

Pay Profile:

- The Pay Profile page is used to maintain effective-date rate/salary information for the employee. *(If applicable)*

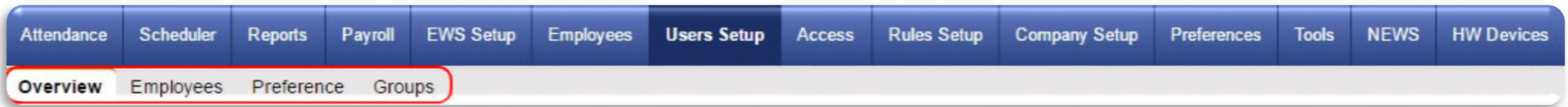
HR Profile:

- The HR Profile page is used to maintain all the Human Resource related fields (hire, raise, birth dates) for the employee.

Web Reviews:

- The Web Reviews page is used to input/view employee reviews/notes for future reference. Layout is similar to using "Wordpad".

USERS SETUP: *(The Category is used to setup each Administrator & Supervisor User to be able to access NOVAtime).*



Overview:

- The Overview page is used to add and maintain “System” (AWS & SWS) users and their assignment to a Web Access group

Employees:

- The Employees page is used to determine which employees the System user will see when the User logs in to the AWS/SWS.

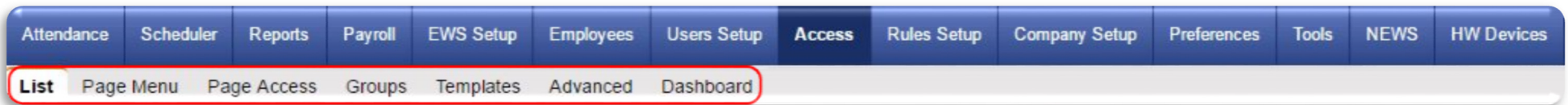
Preference:

- The Preferences page is used to configure preferences, if not previously configured via the Access Group.

Groups:

- The Groups page is used to limit the group selections that are available to the User in the Timesheet, Scheduler and Reports.

ACCESS: *(This Category is used to configure & maintain security Access Groups and is managed by your AND Technician)*



List:

- Used to create Access Groups that contain the security access settings that will be assigned to employees and system users.

Page Menu:

- The Page Menu page is used to select the categories and pages that will be displayed in the system for each access group

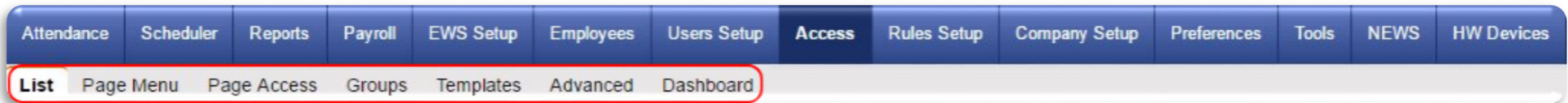
Page Access:

- The Page Access page is used to select read-only or full access to the displayed pages and various page features per access group.

Groups:

- The Groups page is used to select which groups can be chosen in the Timesheets, EWS Transfers etc. for each Web access group.

ACCESS: (continued)



Templates:

- The Templates page is used with the “Scheduler” Category, where an Administrator can configure “Schedule” Templates (Shift Times) and then propagate these “Templates” to the respective Web Access Group (AWS, SWS, EWS).

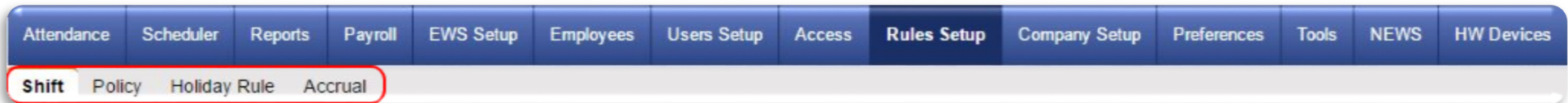
Advanced:

- The Advanced page is used to configure a wide variety of system features access and behavior for each access group. Due to the considerable amount of configurable options, it is suggested that you consult with your AND Dealer Project Manager and or AND Support Technician before making changes within this page.

Dashboard:

- The Dashboard page is used to enable dashboard gadgets and publish dashboard configurations for each access group.
- The Dashboard is a helpful utility that can provide a 1-stop update on the status of the Users NOVAtime common tasks.

RULES SETUP: *(This Category is used to add & maintain "Work Rules" such as Pay Policies, Shifts, Holidays and Accruals)*



Shift:

- The Shift page is used to configure shifts, schedule times, unpaid meals, paid breaks and shift differential/premiums features.

Policy:

- The Policy page is used to configure pay period dates, overtime, punch/hours rounding, and other calculation-related features that directly have affect on how the employees time punches are calculated and ultimately paid.

Holiday Rule:

- The Holiday Rule page allows the system user to create rules based on paid non-worked holiday hours, scheduled day before and after parameters, assigned holidays, and rules to prorate employee paid non-worked holiday hours based

Accrual:

- The Accruals page is used to configure the rules that define the employee benefit accrual eligibility based on time in service etc.

COMPANY SETUP: *(This Category is used to add & maintain Company items such as Pay Codes, Groups, Holidays etc).*



Pay Codes:

- Used to create and define the use of various pay codes, in which hours or dollars can be associated with timesheet records.

Groups:

- Used to review active group level formatting, and to select a group level to add group records to.

Pay Categories:

- Used to add and maintain employee Categories that are used for system report filters and to assigned employee to Accruals.

Holidays:

- Used to add and designate specific company holidays used to automate holiday pay. ** Must be maintained by the customer.*

Reason Codes:

- Used to add and maintain reason codes that are added to the timesheet and displayed on reports.

PR Mapping 1:

- Used to configure how the system will link its payroll data with the payroll system by way of a payroll export file.

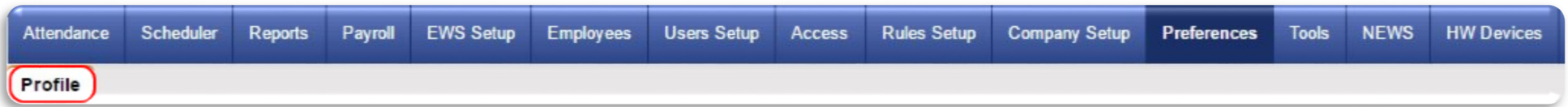
Change Emp ID:

- A utility used to change the employee's system ID where it was entered incorrectly or must match the payroll system.

Global Transfer:

- An invaluable utility used to change the employee settings for one or multiple employees at the same time.

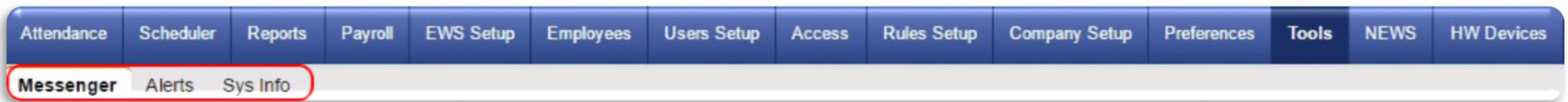
PREFERENCES: *(This Category allows the User to change their login password and filter group entries on timesheets etc)*



Profile:

- The Profile page is used by system users to change their system password and setup password recovery questions.

TOOLS: *(This Category allows the User to create messages, failed login alerts and reference system version info)*



Messenger:

- The Messenger page is used to publish public (login pages) and private message (internal messages) to employees and users.

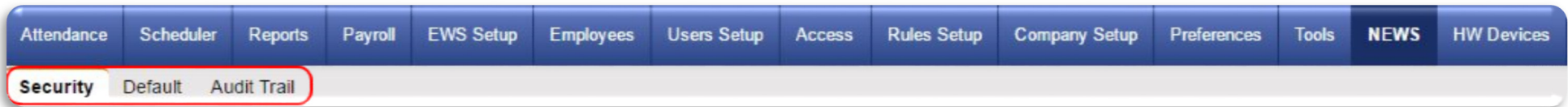
Alerts:

- The Alerts>Message page is used to select which system users will receive an e-mail any time anyone fails to successfully login with three attempts. Alerts will be sent to all the recipients, provided their e-mail addresses are defined in the User Setup category.

Sys Info:

- The Sys Info page is used to display system information that may be required over time to assist in system support.

NEWS: *(This Category is used to configure "Push" Time Clocks for communication with the NOVAtime system)*



Security:

- The Security page is used to configure security settings for all “push” technology time clocks or a “Companion Site” setup.

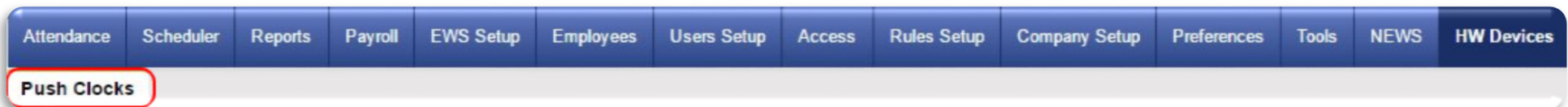
Default:

- The Default page is used to establish “default” employee values when used with select HR/Payroll programs.

Audit Trail:

- The Audit Trail page is used to monitor “authentication” of a push type clocks with the NOVAtime program.

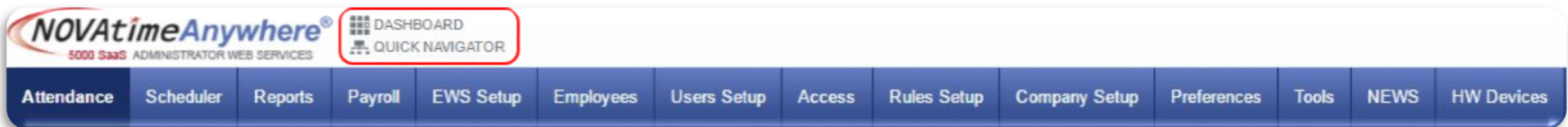
HW DEVICES: *(This Category is used in tandem with the NEWS Category to configure functionality at the time clock)*



Push Clocks:

- This page is used to configure device and site settings for all “push” technology time clocks or a “Companion” Site setup.

NOVAtime DASHBOARD & QUICK NAVIGATOR *(Additional Tools for reviewing data and performing tasks)*



Dashboard:

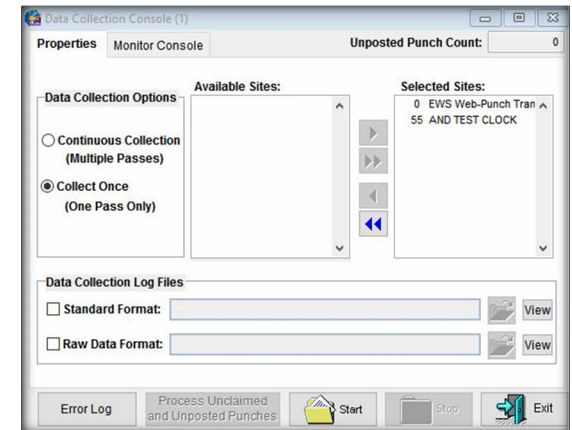
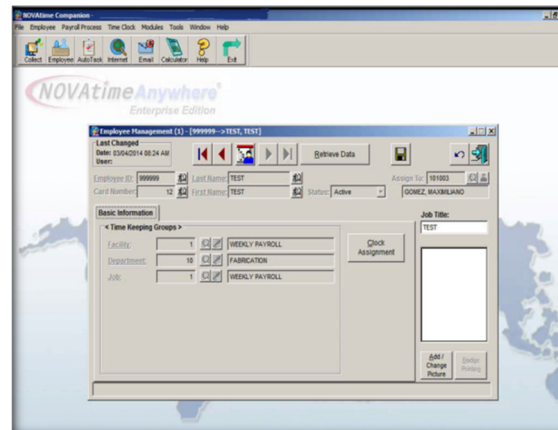
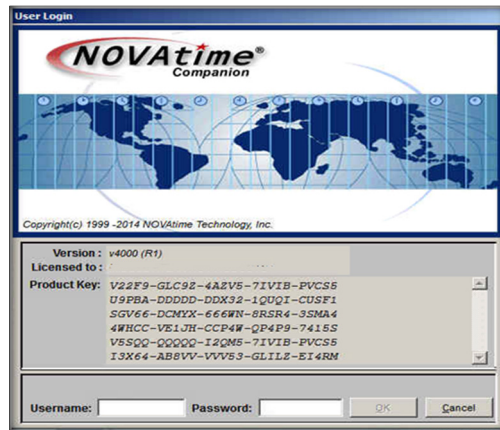
- **Launch Icon:** *(Located at the top of all NOVAtime 5000 Web Pages)* will open NOVAtime’s electronic workflow program that is used to provide system users with a single page displaying important employee activity and provides a quick reference and access to "current" data.

Quick Navigator:

- **Launch Icon:** *(Located at the top of all NOVAtime 5000 Web Pages)* provides the User a shortcut to a list of procedures to perform at different intervals during the year.

NOVATIME COMPANION:

- The **NOVAtime Companion** program is an installed utility that looks similar to the NOVAtime 2000/3000 Desktop software, however, it's primary purpose is to collect data from "legacy" (non-push) type data collection terminals and then "PUSH" that collected data to the NOVAtime 5000 system. *** This program is installed on the clients local server/pc.
- The **Companion** program uses it's own SQL database (NOVACOMPANION) separate from the NOVA5000 database and should be, ideally, installed on 1 workstation/server within the client network.



- Data collection processes can be run "manually" or automated using the NOVAtime Companion "Auto Task" feature and incorporate this feature with the Windows OS "Task Scheduler" utility to run these tasks on a schedule.
- Employee Clock Assignments should only be performed within the Companion program.
- All ACTIVE employees should be assigned to the COMPANION Site only in the Timeclock Assignment field within the NOVAtime 5000 EMPLOYEE\GENERAL\Time Clocks Assignment page as this will sync these employees to the NOVAtime 5000 HOST System.

~NOTES~

DETAIL TIMESHEET REFERENCE LIST:

➤ *Below is a description of the standard fields & columns displayed within the “Detail Timesheet” on the next page.*

- 1. Pay Period Cycle Dates:** Reflects the date range of the timesheet data below.
- 2. Timesheet Status:** **OPEN** by default then updated to **APPROVED/PAYROLL** status based on the User approving the sheet.
- 3. Approve Stamp:** Click on this button to Approve the content of the timesheet. Timesheet is locked upon Approval.
- 4. Go To (Employee or Schedule):** Quickly jump between the selected employee's Employee and Schedule information.
- 5.** Display the employees **default Group and Pay Rule** assignments information.
- 6. Timesheet editing buttons** to allow the User to edit and manage employee timecard information and column layout.
- 7. Audit:** Will provide a timesheet audit trail, by line item, for each User that modifies the selected timesheet record.
- 8. Date:** The actual date of the In and Out punches performed at the clock, or manual input into the timesheet.
- 9. Pay Code:** The selected Pay Code, used in the timesheet to pay out hours or dollar amounts. Default value is Pay Code "0".
- 10. IN:** The time of the employee's IN punch.
- 11. Modified Column:** Will display an * whenever a record is manually saved to the system or an actual punch is modified.
- 12. IN Exp / OUT Exp:** Displays timesheet "exceptions" to identify such items as Tardiness, Early In/Out etc.
- 13. OUT:** The time of the employee's OUT punch.
- 14. REG:** Will reflect the total of work hours per line item. Also where non-calculated pay codes are used.
- 15. OT-1:** Will reflect in a green highlighted box for any hours classified as Overtime hours.
- 16. OT-2/HOT:** Will reflect in a green highlighted box for any hours classified as Holiday Overtime (HOT).
- 17. Total, Daily and Weekly Hrs:** Compounding employees punches throughout the line item, day and Pay Period.
- 18. O/R:** A Calculation Override option: Check this box to modify the total hours payout for a line item/day.
- 19. UOT:** Unapproved Overtime: Check this box to disapprove any Overtime earnings for the day/week etc.
- 20. Earn/Ded:** Use this column to input \$\$\$ amounts for "earnings" pay code. Ex: Car Allowance = \$35.
- 21. Notes:** Allows you to input a free text note about a particular situation, per line item, on a timesheet.
- 22. Reason Code:** Allow you to further notate a timesheet entry, using preformatted Reason Code. Ex: Dr. Appointment.
- 23. Add Record:** Click this box to add a new line item to the timesheet, once all line items are populated.
- 24. Timesheet Summary:** Provides the summary of the Pay Code, Positions and hours worked in each group value.

~Please see the Detail Timesheet display on the next page~

SAMPLE DETAIL TIMESHEET DISPLAY:

Timesheet

 Pay Period: 06/01/2015 (Mon)-06/15/2015 (Mon)
 Timesheet Status: OPEN
 Approve

Your entries were saved successfully.

ANDREWS, TECH - 009999

ANDREWS, TECH - 009999
 Goto Employee
 Goto Schedule

Department: 8 Job: 5 Pay Policy: 1 Shift Number: 5 Pay Category: 9 Holiday Rule: 2

Timesheet

Save Add Delete Undo Timecard Report Columns Recalculate Multi Add Insert / Repost

Audit	Date	PayCode	In	In Exp	Out	Out Exp	Reg	OT-1	OT-2	Total Hours	Daily Hours	Weekly Hours	O/R	UOT	Earn/Ded	Notes	Reason
	Mon 06/08/2015	0[WkHR]	8:00AM		5:00PM		9.00	0.00	0.00	9.00	9.00	9.00	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00		
	Tue 06/09/2015	0[WkHR]	8:00AM		8:00PM	L 180	9.00	3.00	0.00	12.00	12.00	21.00	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00		APOT [APPROVED OVERTIME]
	Wed 06/10/2015	0[WkHR]	8:07AM	T 7	4:00PM	E 60	8.00	0.00	0.00	8.00	8.00	29.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 0.00		
	Thu 06/11/2015	0[WkHR]	8:00AM	*			0.00	0.00	0.00	0.00	0.00	29.00	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00		
	Fri 06/12/2015	0[WkHR]	8:09AM	T 9	5:09PM	L 9	9.00	0.00	0.00	9.00	9.00	38.00	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00		
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		

Add Record

Missed Punch Indicator

Overtime indicator

Timesheet Summary

Group By: Paycode + Department + Pay Rate

Pay Code	Department	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg. Pay Rate	Reg Pay	OT-1 Pay	OT-2 Pay	Prem Pay	Total Pay
0[WkHR]	8 [COMMUNITY EDUCATION]	35.00	3.00	0.00	38.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals		35.00	3.00	0.00	38.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Thank you



(888) 357-7299 x 1 (24/7 Support)
support@andrewstechnology.net